

Vestry Minutes
Episcopal Church of the Transfiguration
November 19, 2019
7p.m.—Vestry Room

Approved by the Vestry December 17, 2019

Vestry members in attendance: Robin Caldwell, Oliver Cone, Frank DeLizza, Roy Heller, Nancy Jagmin, Senior Warden; Rosemary Luquire, Mason McCamey, Sheila Runnels MacLennan, Bart Stockton, Julia Trizzino, Junior Warden; and Evan Williams

Others in attendance: Casey Shobe +, Rector; Allison Murphy, Treasurer; Sophie Lowrance, Parish Administrator; Lana Mederos, Executive Assistant to the Rector; Dana Jean, Director of Youth Ministries; Peggy Kwoka, Clerk to the Vestry; Bill Evans, Chairman Endowment Trustees; John Mottram, Treasurer, Endowment Trustees

Vestry Elect Members in Attendance: Scott Daniels, Linda Horton and Mark Ramsay

1. **Opening Prayer:** Mason McCamey
Almighty and gracious Father, we give you thanks for the fruits of the earth in their season and for the labors of those who harvest them. We give thanks to You, almighty God, that You have refreshed us through these gifts, and we implore You that of Your mercy You would strengthen us through them in faith toward You and in fervent love toward one another. Make us, we pray, faithful stewards of your great bounty, for the provision of our necessities and the relief of all who are in need, to the glory of your Name; through Jesus Christ our Lord, who lives and reigns with you and the Holy Spirit, one God, now and forever. Amen.
2. **Formation:** The Rector led the Vestry in a discussion of Luke 12:15-21 from the New Revised Standard Version Bible and from The Message.
3. **Enthusiastic Episcopal Evangelist (EEE):** The Vestry shared their evangelistic experiences since the last meeting.
4. **Endowment:** Bill Evans, Chairman Endowment Trustees and John Mottram, Treasurer Endowment Trustees
 - a. The Endowment is a 501(c)(3) Trust.
 - b. There are nine trustees currently (out of 10 total positions). Two current trustees have their terms expiring at the end of this year so, with the open position, there are three places to fill for 2020. They will come to the Vestry in December with a recommendation to fill the openings.

- c. The Legacy Fund is the largest fund. Other funds are Music, Youth and Outreach
- d. There is currently \$1.6MM in the Endowment Fund
- e. The Trustees use Westwood Trust as the investment advisor and through which they invest the funds. The Trustees invest in Mutual Funds (not individual securities). The asset allocation is in the Endowment policy statement and it is conservative, with 50% in equity.
- f. To date, the return on investment has been 13%.
- g. The spend policy was 5% of the fund and it has been lowered to 4.5%.
- h. They have made about \$49,000 in grants YTD.
- i. In 2020, the spend limit is \$65,000 across all of the funds.
- j. The Youth Fund has a separate spend limit; it is restricted to only spending income.
- k. The Shepherd's program promotes planned giving and remembering the church in estate planning.
- l. They are putting together a request for proposals (RFP) to consider alternatives to Westwood Trust.
- m. Bill Evans has been speaking with Father Casey and Nancy Jagmin about managing the funds from the Capital Improvement campaign in order to create income. The Vestry will have to partner with the Trustees to set the terms. Westwood Trust may not be the best place for the money from the Capital Improvement campaign based on the plans for use of the funds.

5. **Adoption of Minutes:** Peggy Kwoka, Clerk to the Vestry.

MOTION: Bart Stockton moved to adopt the minutes from October 22, 2019. Rosemary Luquire seconded the motion. The motion carried.

6. **Treasurer's Report:** Allison Murphy

- a. The deficit is \$ 33,672 vs. budgeted YTD deficit of \$1,122, which yields a difference of \$32,550 unfavorable to budget.
- b. The October YTD Revenue is \$1,507,895, lagging the budgeted amount of \$1,556,966 which is a difference of \$49,071 unfavorable to budget.
- c. October YTD Expenses are \$16,520 under budget.
- d. Current year pledges are down \$38,588 vs. budget, but the year-on-year trend is better than in the previous five years.

7. **Budget, Finance & Administration:** Bart Stockton, Chair.

- a. Nominating Committee & Elections – Robin Caldwell, chair. Elections were held with 216 ballots cast. The Vestry slate of four, Jodi Dalton, Scott Daniels, Linda Horton and Mark Ramsey, was approved. Next year's Diocesan Convention Delegation will be led by Jim Kirkman and consist of George Banitch, Oliver Cone, Louise Harms, E.T Manning and Elaine Sweet. The alternates are Barbara Cody, Bryant Kitchens, Kristi Roper, Peter Soper and Brett Vanderbrook.

Some provisional ballots were cast and thirteen of those did not meet requirements.

Thanks are extended to the Nominating Committee.

- b. Pledges for 2020 are at \$1,593,539 million with 368 pledges. At this point last year, pledges were at \$1.536 MM with 20 fewer pledges last year. We have 103 units that pledged last year and did not pledge this year and approximately half of those will probably pledge eventually. A total of 252 cards will go out requesting pledges from those that have not yet responded.
 - c. The committee is preparing to develop the 2020 budget. The goal is to get a preliminary budget to the Vestry in December and a final budget for vote in January.
7. **Mission & Ministry:** Reported by Sheila Runnels MacLennan
- a. Rollout of the new Connections Committee e-mail will be after the next Parish Council Meeting, which is February 29.
 - b. Mark Ramsay discussed the use of a database to track people's interest in serving. How information will flow into the database is being reviewed. The Parish Council thought that the Realm database would work best.
8. **Buildings, Grounds & Technology:** Frank DeLizza, Chair.
- a. The Keslar report is almost ready. Once we understand what the insurance is paying for, we can true up what is necessary for the Capital Campaign.
 - b. The church received a check from the Insurance company Approximately \$550,000 for the June storm. We have not yet received a summary of what was covered.
 - c. There was additional damage to the roof in October. We lost a lot of flashing off the roof. We are next on the list for an adjustor to come out and review the damage from October.
 - d. We received money from the Endowment to fix the problems with ventilation.
 - e. Safety and Security meeting – Rosemary Luquire, Oliver Cone, Ryan Spicer and George Finney are meeting to make some specific recommendations going forward. They also need to meet with the representative from PES and understand how what they are doing fits into our plans.
9. **The Rector's Report: Fr. Casey Shobe**
- a. The church will receive approximately \$450,000 from the Snyder Estate. Typically, estate gifts automatically go into the Endowment unless the Vestry designates it to another purpose. All or part of it could go into the Sustainability Fund or be used for the capital campaign, which was not

- included in CCS Fundraising planning. There may be some capital repair items that need to be addressed immediately to avoid a much higher cost. The Vestry is meeting with CCS Fundraising on Dec. 4 at 7pm. Father Casey asked the Vestry to give careful thought to how best to use the gift from the Snyder Estate which is a tribute to Gloria Snyder's love for the church.
- b. The Rector has seen an initial draft of the CCS Fundraising report. There is a high level of enthusiasm for the work we are going to be doing.
 - c. The Endowment Trustees are interested in pledging an amount from the Endowment toward the capital campaign for three to five years.
 - d. The Table Service is roughly three months along. The attendance numbers are averaging 96 people vs. 58 previously. Approximately 15 – 20 people are coming from the Sunday services as volunteers. The Rector is seeing people that had not been regularly attending services. Funding sustainability will need to be addressed following the funding that will cover the first few months of 2020. The cost is comparable to Sunday morning worship. The primary expenses are musicians and childcare. The cost will go up as Joel Martinson transitions out of leading the music. The budget should include funding in the last half of 2020.
 - e. Outreach Committee is recommending two agencies for the Christmas Outreach Donation: Promise House (which focuses on homeless youth) and Episcopal Relief and Development with focus on the 1000 days of love campaign (which focuses on the development of young children).

MOTION: Frank moved that we giveaway 100% of the Christmas Loose Plate Offering as recommended by the Outreach Committee. Evan Williams seconded the motion and the motion was approved.

- f. The Rector has asked Julia Trizzino to take over as Senior Warden in January.
- g. The church office printed the bulletins for St. Luke's, which was hit by the tornado.

10. Wardens' Report: Nancy Jagmin, SW.

- a. Nancy reviewed the Vestry calls. There were more comments about The Table Service than the capital campaign. The phone calling was a positive experience and people were very pleased in receiving the call. Many calls ended in messages left by the Vestry. In the future, it might be better to call from the church for Caller ID purposes. Nancy Jagmin recommended that the calls be repeated in three years.
- b. Parish Council update (Julia Trizzino) – The meeting included Bible Study, an update on the capital campaign, a presentation on how to run good meetings, improved communications, how to schedule meetings, etc. The Annual Report deadline is Dec. 31, 2019.

11. Compline.

Meeting adjourned at 9:14 pm.

Respectfully submitted,

Peggy Kwoka

Peggy Kwoka,
Clerk to the Vestry

Upcoming Events

- 11/24 Advent Festival
- 12/4 CCS Report to Vestry
- 12/8 Advent Lessons & Carols
- 12/17 December Vestry Meeting
- 1/21 January Vestry Meeting
- 1/26 Annual Meeting
- 2/7-9 Vestry Retreat at Camp All Saints

MOTIONS:

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